RULE-MAKING ORDER
(RCW 34.05.360)

CR-103 (7/23/95)

☒ Permanent Rule
☐ Emergency Rule
☐ Expedited Repeal

Agency: Public Disclosure Commission

(1) Date of adoption: October 28, 1999

(2) Purpose: To update the Loan Reporting Form in compliance with RCW 42.17.090(1)(k) and WAC 390-16-034 in reporting an individual's occupation and the name, city and state of the individual's employer when a contribution of $100 or more is received by a candidate or political committee.

(3) Citation of existing rules affected by this order:

Amended: WAC 390-16-041 Forms – Summary of Total Contributions and Expenditures.

(4) Statutory authority for adoption: RCW 42.17.370(1)
Other Authority:

PERMANENT RULE ONLY
Adopted under notice filed as WSR ~~99-16-042~~ 99-20-074 on ~~September 22, 1999~~ October 4, 1999.
Describe any changes other than editing from proposed to adopted version: None

EMERGENCY RULE ONLY
Under RCW 34.05.350 the agency for good cause finds:
☐ (a) That immediate adoption, amendment, or repeal of a rule is necessary for the preservation of the public health, safety, or general welfare, and that observing the time requirements of notice and opportunity to to comment upon adoption of a permanent rule would be contrary to the public interest.
☐ (b) That state or federal law or federal rule or a federal deadline for state receipt of federal funds requires immediate adoption of a rule.

Reasons for this finding:

EXPEDITED REPEAL ONLY
Under Preproposal Statement of Inquiry filed as WSR _____ on _____.

(5.3) Any other findings required by other provisions of law as precondition to adoption or effectiveness of rule?
☐ Yes ☒ No If yes, explain:

(6) Effective date of rule:

Permanent Rules	**Emergency Rules**
☒ 31 days after filing	☐ Immediately
☐ Other: *	☐ Later:

* (If less than 31 days after filing, specific finding in 5.3 under RCW 34.05.380(3) is required)

NAME
Vicki Rippie

SIGNATURE
Vicki Rippie

TITLE
Acting Executive Director

DATE
11-2-99

CODE REVISER USE ONLY
CODE REVISER'S OFFICE
STATE OF WASHINGTON
2 99
1:18
99-22-082

(COMPLETE REVERSE SIDE)

**Note: If any category is left blank, it will be calculated as zero.
No descriptive text.**

Count by whole WAC sections only, from the WAC number through the history note.
A section may be counted in more than one category.

The number of sections adopted in order to comply with:

Federal statute:	New	Amended	Repealed
Federal rules or standards:	New	Amended	Repealed
Recently enacted* state statutes:	New	Amended	Repealed

*(current calendar year)

The number of sections adopted at the request of a nongovernmental entity:

New Amended Repealed

The number of sections adopted on the agency's own initiative:

New Amended 1 Repealed

The number of sections adopted in order to clarify, streamline, or reform agency procedures:

New Amended 1 Repealed

The number of sections adopted using:

Negotiated rule making:	New	Amended	Repealed
Pilot rule making:	New	Amended	Repealed
Other alternative rule making:	New	Amended 1	Repealed

AMENDATORY SECTION (Amending WSR 97-06-085, filed 3/3/97, effective 4/3/97)

WAC 390-16-041 Forms--Summary of total contributions and expenditures. (1) The official form for reports of contributions and expenditures by candidates and political committees who use the "full" reporting option is designated "C-4," revised 3/97, and includes Schedule A, revised 11/93, Schedule B, revised 11/93, Schedule C, revised 3/93, and Schedule L, revised ((~~11/93~~)) 12/99.

(2) The official form for reports of contributions and expenditures by candidates and political committees who use the "abbreviated" reporting option is designated "C-4abb," revised 11/93.

(3) Copies of these forms are available at the Commission Office, 711 Capitol Way, Room 403, ((~~Evergreen Plaza Building~~)) P.O. Box 40908, Olympia, Washington 98504-0908. Any attachments shall be on 8-1/2" x 11" white paper.

PUBLIC DISCLOSURE COMMISSION
711 CAPITOL WAY RM [illegible]
PO BOX [illegible]
OLYMPIA WA [illegible]
(360) [illegible]-1111

SUMMARY, FULL REPORT RECEIPTS AND EXPENDITURES

C4 (3/97)

PDC OFFICE USE

Candidate or Committee Name (Do not abbreviate. Include full name)

Mailing Address

City

Zip + 4

Office Sought (Candidates)

Report Period Covered — From (last C-4) ______ To (end of period) ______

Final Report? Yes___ No___

*For PACs, Parties & Caucus Committees: During this report period, did the committee make an **independent expenditure** (i.e., an expense not considered a contribution) supporting or opposing a state or local candidate?

*See reverse side. Yes ___ No ___

RECEIPTS

1. Previous total cash and in kind contributions (From line 8, last C-4) (If beginning a new campaign or calendar year, see instruction booklet) ______
2. Cash received (From line 2, Schedule A) ______
3. In kind contributions received (From line 1, Schedule B) ______
4. Total cash and in kind contributions received this period (Line 2 plus 3) ______
5. Loan principal repayments made (From line 2, Schedule L) (______)
6. Corrections (From line 1 or 3, Schedule C) Show + or (-) ______
7. Net adjustments this period (Combine line 5 & 6) Show + or (-) ______
8. Total cash and in kind contributions during campaign (Combine lines 1, 4 & 7) ______
9. Total pledge payments due (From line 2, Schedule B) ______

EXPENDITURES

10. Previous total cash and in kind expenditures (From line 17, last C-4) (If beginning a new campaign or calendar year, see instruction booklet) ______
11. Total cash expenditures (From line 4, Schedule A) ______
12. In kind expenditures (goods & services) (From line 1, Schedule B) ______
13. Total cash and in kind expenditures made this period (Line 11 plus line 12) ______
14. Loan principal repayments made (From line 2, Schedule L) (______)
15. Corrections (From line 2 or 3, Schedule C) Show + or (-) ______
16. Net adjustments this period (Combine lines 14 & 15) Show + or (-) ______
17. Total cash and in kind expenditures during campaign (Combine lines 10, 13 and 16) ______

CANDIDATES ONLY

	Won	Lost	Unopposed	Name not on ballot
Primary election	☐	☐	☐	☐
General election	☐	☐	☐	☐

Treasurer's Daytime Telephone No.:

(   )

CASH SUMMARY

18. Cash on hand (Line 8 minus line 17) ______
(Line 18 should equal your bank account balance(s) plus your petty cash balance.)
19. Liabilities: (Sum of loans and debts owed) (______)
20. Balance (Surplus or deficit) (Line 18 minus line 19) ______

CERTIFICATION: I certify that the information herein and on accompanying schedules and attachments is true and correct to the best of my knowledge.

Candidate's Signature — Date

Treasurer's Signature — Date

PUBLIC DISCLOSURE COMMISSION
pdc
711 CAPITOL WAY RM 403
PO BOX 40908
OLYMPIA WA 98504-0908
(360) 753-1111

PDC FORM
C4
(9/97)

SUMMARY OF RECEIPTS AND EXPENDITURES

Please consult PDC instruction manuals when completing this report.
Reporting requirements are contained in and governed by RCW 42.17 and WAC 390.

WHO MUST FILE

Each candidate and political committee using Full Reporting.

FILING DATES

1) File with C-1 or C-1pc (Registration form) if you received contributions or made expenditures before registering.

2) File on the 10th of each month if contributions or expenditures are over $200 since last C-4 was filed. (These 10th-of-the-month reports are not required if another C-4 must be filed during that month. See #3 below.)

3) For each primary, general and special election in which the candidate or political committee makes an expenditure, file

- 21 days prior to the election
- 7 days prior to the election
- 10th of the first month after the election — see note below

(Note: Not required after primary election from candidates who will be in the general election or from continuing political committees.)

4) File final report when campaign is finished or committee closes operation. Often, this coincides with the primary or general post-election, 10th-of-the-month report.

All reports are considered filed as of the postmark date or the date hand-delivered to PDC.

WHERE TO SEND REPORTS

Send original C-4 reports, along with all schedules and attachments, to PDC. Candidates send a duplicate copy to their County Auditor (County Elections Department). Political committees send a copy to County Auditor of the county in which their headquarters is located or, if no headquarters, the county in which their treasurer resides.

Candidates for city offices, city ballot issue committees and other political committees who give to city candidates or ballot issue committees should check with city clerk regarding any local filing requirements.

***FOR ALL PACS, POLITICAL PARTIES & CAUCUS POLITICAL COMMITTEES**

The question posted near the top of the front side of this form regarding independent expenditures applies to **ALL POLITICAL COMMITTEES** required to file C-4 reports, **except ballot issue committees** that neither contribute to candidates nor make independent expenditures regarding them **and candidate committees** (because they are prohibited from making expenditures that are not directly related to their own campaigns).

All other Political Committees and PACs must indicate whether they made any independent expenditures supporting or opposing one or more candidates for state or local office.

If the response is "yes," the independent expenditure(s) MUST be itemized on the appropriate schedule (either Schedule A, or Part 3 of Schedule B), showing:

- the date of the expense;
- the name and address of the vendor or recipient of the funds;
- if using Schedule A, an "I" in the Code column;
- the name and office sought of the candidate supported or opposed;
- an indication of support or opposition; and
- a brief description of the expense (e.g., brochure mailed to absentee voters).

CASH RECEIPTS AND EXPENDITURE

SCHEDULE A to C4 (1/99)

Candidate or Committee Name (Do not abbreviate. Use full name.)

1. CASH RECEIPTS (Contributions) which have been reported on C3. List each deposit made since last C4 report was submitted.

Date of deposit	Amount	Date of deposit	Amount	Date of deposit	Amount	Total deposits

2. TOTAL CASH RECEIPTS — Enter also on line 2 of C4

CODES FOR CLASSIFYING EXPENDITURES: If one of the following codes is used to describe an expenditure, no other description is generally needed. The exceptions are:

1) If expenditures are in-kind or earmarked contributions to a candidate or committee or independent expenditures that benefit a candidate or committee, identify the candidate or committee in the Description block;
2) When reporting payments to vendors for travel expenses, identify the traveller and travel purpose in the Description block; and
3) If expenditures are made directly or indirectly to compensate a person or entity for soliciting signatures on a statewide initiative or referendum petition, use code "V" and provide the following information on an attached sheet: name and address of each person/entity compensated, amount paid each during the reporting period, and cumulative total paid all persons to date to gather signatures.

CODE DEFINITIONS ON REVERSE

- C - Contributions (monetary, in-kind & transfers)
- I - Independent Expenditures
- L - Literature, Brochures, Printing
- B - Broadcast Advertising (Radio, TV)
- N - Newspaper and Periodical Advertising
- O - Other Advertising (yard signs, buttons, etc.)
- V - Voter Signature Gathering
- P - Postage, Mailing Permits
- S - Surveys and Polls
- F - Fundraising Event Expenses
- T - Travel, Accommodations, Meals
- M - Management/Consulting Services
- W - Wages, Salaries, Benefits
- G - General Operation and Overhead

3. EXPENDITURES

a) Expenditures of $50 or less, including those from petty cash, need not be itemized. Add up these expenditures and show the total in the amount column on the first line below.

b) Itemize each expenditure of more than $50 by date paid, name and address of vendor, code/description, and amount.

c) For each payment to a candidate, campaign worker, PR firm, advertising agency or credit card company, attach a list of detailed expenses or copies of receipts/invoices supporting the payment.

Date Paid	Vendor or Recipient (Name and Address)	Code	Purpose of Expense and/or Description	Amount
N/A	Expenses of $50 or less	N/A	N/A	

Total from attached pages

4. TOTAL CASH EXPENDITURES — Enter also on line 11 of C4

PDC form C4A (1/99)

CODE DEFINITIONS ON REVERSE

EXPENDITURE CODE DEFINITIONS AND USES
(for use on Schedule A and Schedule B, Item 3)

C — **MONETARY, IN-KIND AND EARMARKED CONTRIBUTIONS** your campaign legally makes to other campaigns. Put a "C" in the Code column, in the Description column specify who was benefited and, if in-kind, what was purchased.

I — **INDEPENDENT EXPENDITURES** (those expenditures that benefit other candidates or committees but are made independently of them). Put an "I" in the Code column and fully describe purpose.

L — **LITERATURE.** Use "L" for expenditures made for the preparation and production of campaign literature and printed solicitations, including expenditures for mailing lists, design, photography, copy, layout, printing and reproduction. Use "P" for literature mailing costs.

B — **BROADCAST ADVERTISING.** Use "B" for expenditures associated with the production and purchase of radio and television advertising.

N — **NEWSPAPER & PERIODICAL ADVERTISING.** Use "N" for expenditures associated with the production and purchase of advertising in newspapers, periodicals and other publications.

O — **OTHER ADVERTISING.** Use "O" for expenditures associated with the production and purchase of advertising on billboards, yard signs and campaign paraphernalia such as buttons, bumper stickers, T-shirts, etc.

V — **VOTER SIGNATURE GATHERING.** Use "V" for expenditures made directly or indirectly to compensate a person or entity for soliciting or procuring signatures on a statewide initiative or referendum petition. Attach itemization of each such payment.

P — **POSTAGE.** Use "P" for expenditures for stamps, postage, United Parcel Service, Federal Express and direct mail services (postage only). Use "L" for design and other production costs associated with producing campaign literature.

F — **FUNDRAISING EVENTS.** Use "F" for expenditures associated with holding a fundraiser, including payments to restaurants, hotels, caterers, other food and refreshment vendors, entertainers and speakers. Use "L" for expenditures for printed matter produced in connection with fundraising events.

S — **SURVEYS AND POLLS.** Use "S" for expenditures associated with designing or producing polls, reports on election trends, voter surveys, telemarketing, telephone banks, GOTV drives, etc.

T — **TRAVEL, ACCOMMODATIONS, MEALS.** Use "T" for expenditures associated with travel. If vendor has been paid directly, identify the traveller in Description column. If travel payment was made to credit card company or traveller (for out-of-pocket expenses), itemize expenses on separate sheet and attach to Schedule A.

M — **MANAGEMENT AND CONSULTING SERVICES.** Use "M" for salaries, fees and commissions paid to campaign management companies and contract consultants, including law firms, whether the person is retained or formally employed by the campaign (for tax withholding purposes).

W — **WAGES, SALARIES, BENEFITS.** Use "W" for expenditures associated with hiring campaign employees and other freelance workers who provide miscellaneous services other than campaign management or consulting.

G — **GENERAL OPERATION AND OVERHEAD.** Use "G" for general campaign operating expenses and overhead, including filing fees, miscellaneous campaign expenses, headquarters rental, utilities, and purchase or rental of office equipment and furniture for the campaign.

IN KIND CONTRIBUTIONS, PLEDGES, ORDERS, DEBTS, OBLIGATIONS

SCHEDULE B to C4 (11/[illegible])

Candidate or Committee Name (Do not abbreviate. Use full name.)

1. IN KIND CONTRIBUTIONS RECEIVED (goods, services, discounts, etc.)

Date Received	Contributor's Name and Address	Description of Contribution	Fair Market Value	Aggregate Total	PRI	GEN	If $100 or more, Employer Name, City, State & Occup.
							Occupation
							Occupation
	☐ Check here if additional pages are attached	TOTAL (Enter also on line 3 and line 12 of C4)					Occupation

2. PLEDGES RECEIVED BUT NOT YET PAID. List each pledge of $100.00 or more.

Date Notified of Pledge	Name and Address of Pledge Maker	Fair Market Value	Aggregate Total	PRI	GEN	If $100 or more, Employer Name, City, State & Occup.
						Occupation
	☐ Check here if additional pages are attached TOTAL (Include new pledges above and all other outstanding pledges. (Enter also on line 9 of C4)					Occupation

3. ORDERS PLACED, DEBTS, OBLIGATIONS. (Give estimate if actual amount not know. Exclude loans. Report loans on Schedule L.)

a. List each debt, obligation or estimated expenditure that is more than $250.00.

b. List each debt, obligation or estimated expenditure that is more than $50.00 and has been outstanding for over 30 days.

Expenditure Date	Vendor's/Recipient's Name and Address)	Amount Owed	Code*	OR	Description of Obligation
	☐ Check here if additional pages are attached TOTAL (Include in line 19 of C4)				

*CODE DEFINITIONS ON REVERSE

EXPENDITURE CODE DEFINITIONS AND USES

(for use on Schedule A and Schedule B, Item 3)

C **MONETARY, IN-KIND AND EARMARKED CONTRIBUTIONS** your campaign legally makes to other campaigns. Put a "C" in the Code column, in the Description column specify who was benefited and, if in-kind, what was purchased.

I **INDEPENDENT EXPENDITURES** (those expenditures that benefit other candidates or committees but are made independently of them). Put an "I" in the Code column and fully describe purpose.

L **LITERATURE.** Use "L" for expenditures made for the preparation and production of campaign literature and printed solicitations, including expenditures for mailing lists, design, photography, copy, layout, printing and reproduction. Use "P" for literature mailing costs.

B **BROADCAST ADVERTISING.** Use "B" for expenditures associated with the production and purchase of radio and television advertising.

N **NEWSPAPER & PERIODICAL ADVERTISING.** Use "N" for expenditures associated with the production and purchase of advertising in newspapers, periodicals and other publications.

O **OTHER ADVERTISING.** Use "O" for expenditures associated with the production and purchase of advertising on billboards, yard signs and campaign paraphernalia such as buttons, bumper stickers, T-shirts, etc.

V **VOTER SIGNATURE GATHERING.** Use "V" for expenditures made directly or indirectly to compensate a person or entity for soliciting or procuring signatures on a statewide initiative or referendum petition. Attach itemization of each such payment.

P **POSTAGE.** Use "P" for expenditures for stamps, postage, United Parcel Service, Federal Express and direct mail services (postage only). Use "L" for design and other production costs associated with producing campaign literature.

F **FUNDRAISING EVENTS.** Use "F" for expenditures associated with holding a fundraiser, including payments to restaurants, hotels, caterers, other food and refreshment vendors, entertainers and speakers. Use "L" for expenditures for printed matter produced in connection with fundraising events.

S **SURVEYS AND POLLS.** Use "S" for expenditures associated with designing or producing polls, reports on election trends, voter surveys, telemarketing, telephone banks, GOTV drives, etc.

T **TRAVEL, ACCOMMODATIONS, MEALS.** Use "T" for expenditures associated with travel. If vendor has been paid directly, identify the traveller in Description column. If travel payment was made to credit card company or traveller (for out-of-pocket expenses), itemize expenses on separate sheet and attach to Schedule A.

M **MANAGEMENT AND CONSULTING SERVICES.** Use "M" for salaries, fees and commissions paid to campaign management companies and contract consultants, including law firms, whether the person is retained or formally employed by the campaign (for tax withholding purposes).

W **WAGES, SALARIES, BENEFITS.** Use "W" for expenditures associated with hiring campaign employees and other freelance workers who provide miscellaneous services other than campaign management or consulting.

G **GENERAL OPERATION AND OVERHEAD.** Use "G" for general campaign operating expenses and overhead, including filing fees, miscellaneous campaign expenses, headquarters rental, utilities, and purchase or rental of office equipment and furniture for the campaign.

CORRECTIONS

SCHEDULE C to C4

Candidate or Committee Name (Do not abbreviate. Use full name.) | Date

1. CONTRIBUTIONS AND RECEIPTS (Include mathematical corrections.)

Date of report	Contributor's name or description of correction	Amount reported	Corrected amount	Difference (+ or -)
			Total corrections to contributions Enter on line 6 of C4. Show + or (-).	

2. EXPENDITURES (Include mathematical corrections.)

Date of report	Vendor's 's name or description of correction	Amount reported	Corrected amount	Difference (+ or -)
			Total corrections to expenditures Enter on line 15 of C4. Show + or (-).	

3. REFUNDS FROM VENDORS. The below listed amounts have been received as refunds on expenditures previously reported. The refund has been deposited and reported on C3 report, Line 1d.

Date of refund	Source / person making refund	Amount of refund
	Total refunds Enter as (-) on line 6 & line 15 of C4.	

LOANS

See instructions and examples on reverse

SCHEDULE L TO C3 OR C4 (11/93)

Candidate or committee name

1. LOAN RECEIVED. (Loans are considered contributions and are subject to any applicable limit.)

Date loaned	Lender's name and address	PRI	GEN	Amount of loan	Annual interest rate	Repayment schedule	Date due

Also include this amount on line 1c, C3 report →

Name and Address of Each Loan Endorser/Co-signer	PRI	GEN	Amount Liable For	Aggregate Total	If Total Contributed is $100 or More, Show Endorser's Occupation and Name, City, & State of Employer

☐ Check here if continued on attached sheet.

2. LOAN PAYMENTS. (Candidates may be repaid amount loaned or $3,000 per election, which ever is less. See instruction manual for details.)

Date paid	Lender's name and address	Principal paid	Interest paid	Total payment	Balance owed

Total Principal Paid (Enter also on lines 5 and 14, C-4 report) →

Total Payments (Enter as an expenditure on Schedule A) →

3. LOAN FORGIVEN.

Date	Lender's name and address	Original amount	Principal repaid	Amount forgiven	Balance owed

4. LOAN STILL OWED. (List each loan which has previously been reported and still has a balance due.)

Date	Lender's name and address	Original amount	Principal repaid or forgiven	Amount owed

Subtotal

New loans received during this reporting period

Total Loans Owed (Include in total on line 19, C-4 report)

☐ Check here if continued on attached sheet.

PUBLIC DISCLOSURE COMMISSION

SCHEDULE TO C3 OR C4	L (11/93)	LOANS

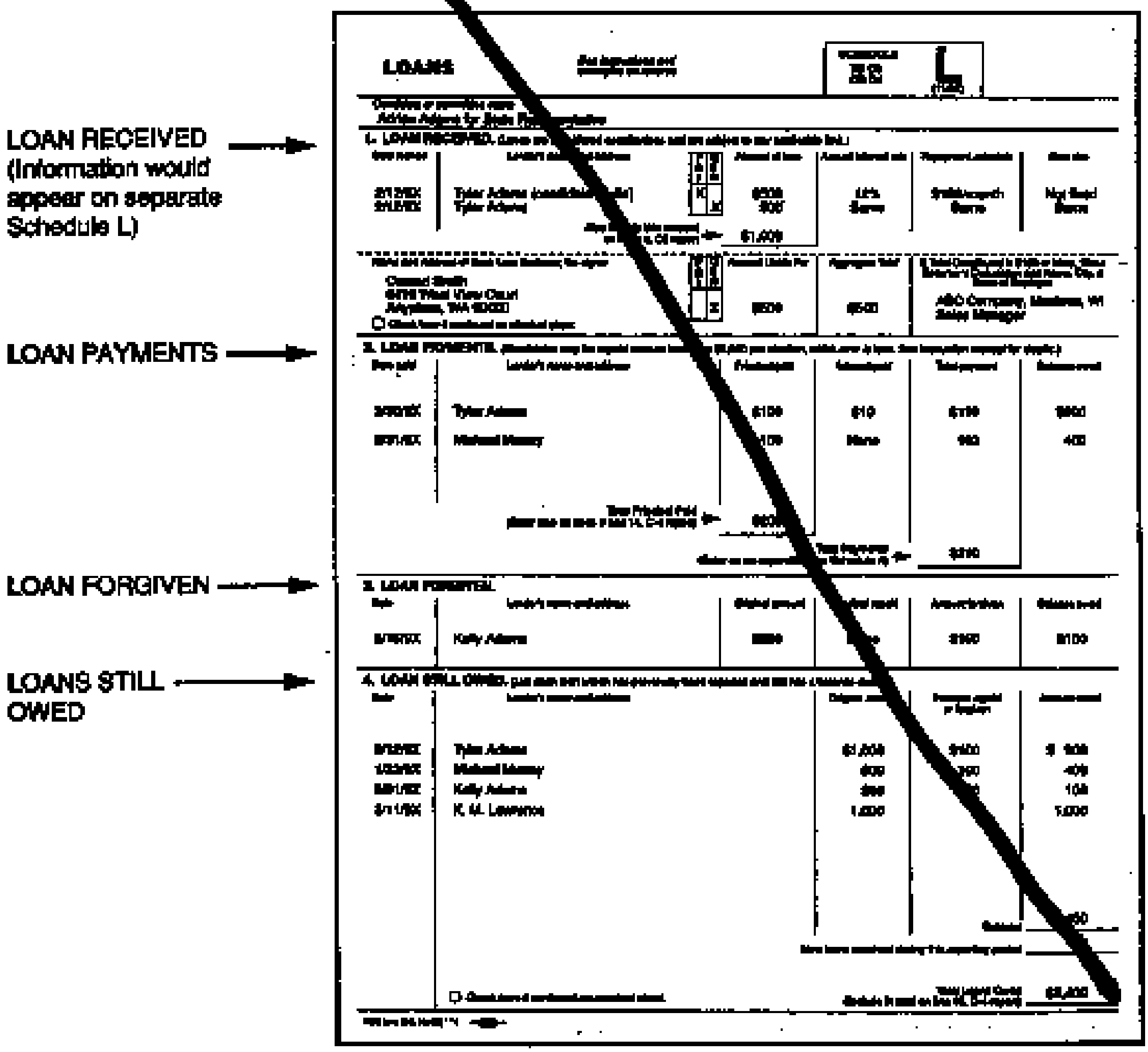
Please consult PDC instruction manuals when completing this schedule.
Reporting requirements are contained in and governed by chapters 42.17 RCW and 390-16 WAC.

WHO MUST FILE Each candidate and political committee using full reporting that receives one or more campaign loans..

FILING DATES When a loan is received by the campaign, complete Part 1 and file the Schedule L with the C-3 report that corresponds with the loan's deposit into the account. Use a **separate schedule for each loan received.**

When a loan is paid or forgiven, in whole or in part, complete Part 2 and/or Part 3 and file the Schedule L with the C-4 covering the period when the payment or forgiveness occurred.

When one or more loans remain unpaid, complete Part 4 and file the schedule with each C-4 report until all loans are repaid in full or forgiven. (The same schedule may be used to show loan payments, forgiveness information and to show which loans remain unpaid.)



LOANS

See Instructions and Example on reverse

SCHEDULE TO C3 OR C4 **L** (12/96)

Candidate or Committee Name

Report Date

1. MONETARY OR IN-KIND LOAN RECEIVED. Loans are considered contributions and are subject to any applicable limit.

Date Loaned	Lender's Name and Address	PRI	GEN	Amount of Loan	Annual Interest Rate	Repayment Schedule	Date Due
						If Total Contributed is $100 or More, Show Lender's Occupation and Name, City & State of Employer	

If monetary loan, also include this amount on line 1c, C3 report.
If in-kind loan, itemize in Part 1 of Schedule B. →

Name and Address of Each Loan Endorser, Co-Signer	PRI	GEN	Amount Liable For (Same as Loan Amount)	Aggregate Total	If Total Contributed is $100 or More, Show Endorser's Occupation and Name, City, & State of Employer

☐ Continued on attached sheet

2. LOAN PAYMENTS. Candidates may be repaid no more than amount loaned or permitted by WAC 390-05-400, whichever is less. See instruction manual.

Date Paid	Lender's Name and Address	Principal Paid	Interest Paid	Total Payment	Balance Owed

Total Principal Paid
Enter also on lines 5 and 14, C-4 report →

Total Payments
Enter as an expenditure on Schedule A →

3. LOANS FORGIVEN.

Date	Lender's Name and Address	Original Amount	Principal Repaid	Amount Forgiven	Balance Owed

4. LOANS STILL OWED. List each loan that has previously been reported and still has a balance due.

Date	Lender's Name and Address	Original Amount	Principal Repaid or Forgiven	Amount Owed

Subtotal ____________

New Loans Received (and listed in Item 1 above) ____________

Total Loans Owed
Include in total on line 19, C-4 report ____________

☐ Continued on attached sheet.

LOANS

SCHEDULE TO C3 OR C4 — L (12/99)

Please consult PDC Instruction manuals when completing this schedule.
Reporting requirements are contained in and governed by RCW 42.17 and WAC 390.

WHO MUST FILE Each candidate and political committee using full reporting that receives one or more campaign loans.

FILING DATES When a monetary loan is received by the campaign, complete Part 1 and file the Schedule L with the C-3 report that corresponds with the loan's deposit into the account. Use a separate schedule for each loan received.

When an in-kind loan is received, complete Part 1 and file Schedule L along with the Schedule B (to the C-4) that itemizes the in-kind contribution.

When a loan is paid or forgiven, in whole or in part, complete Part 2 and/or Part 3 and file the Schedule L with the C-4 covering the period when the payment or forgiveness occurred.

When one or more loans remain unpaid, complete Part 4 and file the schedule with each C-4 report until all loans are repaid in full or forgiven. (The same schedule may be used to show loan payments, forgiveness information and to show which loans remain unpaid.)

Example
LOANS — SCHEDULE TO C3 OR C4 — L (12/99)

Candidate or Committee Name: Adrian Adams for State Representative
Report Date: 12/22/XXXX

LOAN RECEIVED (Information would appear on separate Schedule L)

1. MONETARY OR IN-KIND LOAN RECEIVED.

Date Loaned	Lender's Name and Address	P R I	G E N	Amount of Loan	Annual Interest Rate	Repayment Schedule	Date Due
2/12/XXXX	Tyler Adams PO Box 123 Olympia, WA	X		$ 500.00	12%	$100/month	Not fixed

If monetary loan, also include this amount on line 1c, C-3 report. If in-kind loan, itemize in Part 1 of Schedule B. → $ 500.00

If Total Contributed is $100 or More, Show Lender's Occupation and Name, City, & State of Employer: Accountant; Best Accounting Firm; Tacoma, WA

Name and Address of Each Loan Endorser, Co-Signer	P R I	G E N	Amount Liable For (Same as Loan Amount)	Aggregate Total	If Total Contributed is $100 or More, Show Endorser's Occupation and Name, City, & State of Employer

☐ Continued on attached sheet

LOAN PAYMENTS

2. LOAN PAYMENTS.

Date Paid	Lender's Name and Address	Principal Paid	Interest Paid	Total Payment	Balance Owed
3/30/XXXX	Tyler Adams PO Box 123, Olympia, WA	$ 100.00	$ 10.00	$ 110.00	$ 400.00
3/31/XXXX	Michael Murray 201 Westway Rd, Tacoma, WA	100.00	$ 0	100.00	250.00

Total Principal Paid — Enter also on line 9 and 14, C-4 report → $ 200.00

Total Payments — Enter as an expenditure on Schedule A → $ 210.00

LOANS FORGIVEN

3. LOANS FORGIVEN.

Date	Lender's Name and Address	Original Amount	Principal Repaid	Amount Forgiven	Balance Owed
3/15/XXXX	Kelly Adams 2222 Riverfront Rd, Olympia, WA	$ 250.00	$ 0	$ 150.00	$ 100.00

LOANS STILL OWED

4. LOANS STILL OWED.

Date	Lender's Name and Address	Original Amount	Principal Repaid or Forgiven	Amount Owed
1/22/XXXX	Tyler Adams PO Box 123, Olympia, WA	$ 500.00	$ 100.00	$ 400.00
2/12/XXXX	Michael Murray 201 Westway Rd, Tacoma, WA	350.00	100.00	250.00
1/01/XXXX	Kelly Adams 2222 Riverfront Rd, Olympia, WA	250.00	150.00	100.00
3/11/XXXX	K.M. Lawrence PO Box 3456, Olympia, WA	1,000.00	0	1,000.00

Subtotal $ 1,750.00

Total Loans Received (not listed in Item 1 above) $ 0

Total Loans Owed $ 1,750.00

☐ Continued on attached sheet

PUBLIC DISCLOSURE COMMISSION

ABBREVIATED REPORT RECEIPTS AND EXPENDITURES

ABB C4 (11/93)

PDC OFFICE USE

POST MARK RECEIVED

Candidate or Committee Name (Do not abbreviate. Include full name)

Mailing Address

City | Zip + 4 | Office Sought (Candidates)

1. PERIOD COVERED BY REPORT: From: ______ To: ______ Final Report: Yes ____ No ____

a. Candidates: Start of campaign through the end of the month in which the election occurred.

b. Ballot Measure Committees: Start of campaign through the end of the month in which the election occurred.

c. Continuing Committees filing post-election report: January 1 through end of the month in which election occurred.

d. Continuing Committees filing annual report: Calendar year (January 1 through December 31).

2. RECEIPTS

a. Cash on hand from previous campaign or year (include money in checking, savings and other accounts) ______

b. Cash contributions received this campaign or year (include monetary contributions, loans, fund raising and cash contributions by a candidate) ______

c. Total cash receipts (Add lines 2a + 2b) ______

d. Other contributions, including in-kind (include candidate's and committee workers' out of pocket expenditures, donated goods and services, filing fees paid by others and similar non-cash contributions) ______

e. Total contributions (Add lines 2c + 2d) ______

3. EXPENSES

a. Cash expenditures ______

b. Other expenditures. (Enter the amount shown on line 2d above here. Non-cash contributions are listed as both received and expended. Disregard any materials which may remain on hand.) ______

c. Total expenditures (Add lines 3a + 3b) ______

4. SURPLUS/DEFICIT

a. Cash on hand at end of reporting period (Subtract line 3a from 2c) ______

b. Debts and obligations owed ______

c. Surplus or deficit ______

CANDIDATES

Please complete:

	Won	Lost	Unopposed	Name not on ballot
Primary election		☐		
General election	☐	☐	☐	☐

CERTIFICATION: I certify that this report is true and correct to the best of my knowledge.

Candidate's Signature | Date | Treasurer's Signature (if a political committee) | Date

PUBLIC DISCLOSURE COMMISSION
pdc
711 CAPITOL WAY RM [illegible]
PO BOX [illegible]
OLYMPIA WA [illegible]
([illegible]) [illegible]-1111

PDC FORM
ABB
C4
([illegible])

ABBREVIATED RECEIPTS & EXPENDITURES REPORT

Please consult PDC instruction manuals when completing this report.
Reporting requirements are contained in and governed by chapters 42.17 RCW and 390-16 WAC.

WHO MUST FILE

Each candidate and political committee using Abbreviated Reporting.

FILING DATES

1) Special election candidates and political committees supporting or opposing special election candidates or ballot issues file on the <u>10th of the month</u> following the election.

2) Candidates who <u>lose</u> in the primary and political committees supporting or opposing primary election ballot issues file on <u>October 10.</u>

3) Candidates who are in the general election and political committees making expenditures supporting or opposing general election candidates or ballot measures file on <u>December 10.</u>

4) Continuing political committees not taking part in elections during a year file annual reports on <u>January 10</u> cover the preceding calendar year.

5) <u>A final report</u> is filed whenever a candidate's committee or a political committee ceases operation, disposes of any surplus campaign funds and has a zero account balance. Final reports may be filed at any time and may coincide with one of the due dates listed above.

All reports are considered filed as of the postmark date or the date hand-delivered to PDC.

WHERE TO FILE

Send original C-4 ABB report to PDC at the above address. Candidates send a duplicate copy to their County Auditor (County Elections Department). Political committees send a copy to County Auditor of the county in which their headquarters is located or, if no headquarters, the county in which their treasurer resides.

(Candidates for city offices, city ballot issue committees and other political committees who give to city candidates or ballot issue committees check with city clerk regarding any local filing requirement.)